

November 19, 1997

MEMORANDUM TO: Distribution

FROM: Michael J. Rubino, Associate Director
Acquisition Services Branch

SUBJECT: Policy Memorandum No. 97-018, Contracting
Officer Warrant Program

1. Purpose. The purpose of Policy Memorandum No. 97-018 is to supplement the policies and procedures stated in the Acquisition Policy Manual (APM) regarding:

(1) the Contracting Officer's ability to assign the routine contract administration function for reviewing and approving invoices to Acquisition Service Branch (ASB) personnel; and

(2) the submission requirements for the Semiannual Warrant Report.

2. References.

- a. APM 2.A.4.b., *Redelegations*, page 2-3
- b. APM 2.B.4., *Reports*, page 2-6
- c. APM 2.C.3.through 2.G.1.b., *Approval of Invoices*, Pages 2-7 through 2-23
- d. APM 2.C.2., *Limitations*, page 2-7
- e. APM 2.H.2.d., *Criteria for Additional Training*, page 2-26
- f. APM 7.A.2., *Routine Contract Administration Functions*, Pages 7-3 through 7-4

3. Scope. This Policy Memorandum applies to all Contracting Officers in ASB.

4. Background. The APM establishes policies and procedures for a Contracting Officer to assign routine contract administration functions to contracting staff in ASB to facilitate processing work (See APM 2.A.4.b. and 7.A.2.). In addition, the APM establishes policies and procedures for the Semiannual Warrant Report including an update of active Contracting Officer Warrants, Continuing Education Profiles and warrant/training maintenance requirements. It has been determined that further revisions to the policy and procedures are now required.

5. APM Change. Therefore, in accordance with the foregoing, the following changes are made to the APM:

a. APM 2.A.4.b., *Redelegations*, is deleted in its entirety and restated as follows:

“2.A.4.b. *Redelegations*. A Contracting Officer shall not redelegate his or her contracting authority except as specified in APM, 2.C.2., *Limitations*. However, a Contracting Officer may assign routine contract administration functions to contracting staff in ASB to facilitate processing of work. These routine functions do not require delegated contracting authority and include but are not limited to receiving and logging invoices, reviewing and approving invoices, assembling contract files, and preparing modifications.”

b. APM 2.C.3.d., 2.D.1.d., 2.E.1.d., 2.F.1.d. and 2.G.1.b., *Approval of Invoices*, are no longer required and are deleted in their entirety.

c. APM 7.B.2.a.(3), *Contracting Officer Responsibilities*, is deleted in its entirety and restated as follows:

“(3) Reviews and approves invoices for compliance with contract terms and conditions. Once assigned a specific contract, the Contracting Officer can assign the routine function of reviewing and approving contractor invoices to a contract specialist, procurement analyst and/or purchasing agent. However, the assignment of this function must be made to a contract specialist, a procurement analyst or purchasing agent who has successfully completed the FDIC Fundamentals of Contracting Course;”

d. APM 2.B.4., *Reports*, deleted in its entirety and restated as follows:

“2.B.4. *Reports*. The Assistant Director, Policy Development and Compliance Section shall submit a semiannual report detailing the status of all ASB warranted Contracting Officers to the Associate Director, ASB. The report will include a list of new and terminated warrants and a Continuing Education Profile for each active Contracting Officer. A change in any office’s warrant personnel, however, shall be reported immediately to the Associate Director, ASB, with a copy to the Assistant Director, Policy Development and Compliance Section.”

e. Exhibit IV, *Warrant Semiannual Report*, is deleted in its entirety.

- f. APM 2.H.2.d., *Criteria for Additional Training*, is deleted in its entirety and restated as follows:

“2.H.2.d. *Training Requirements to Maintain Warrant*. In order to maintain a Contracting Officer Warrant, there is an annual requirement for a minimum of twenty (20) hours of classroom training. The twenty (20) hours can be fulfilled with ASB sponsored training (reference 2.H.2.b.) or FDIC-approved external training (reference 2.H.2.e.). The training must enable the individual to acquire and demonstrate an in-depth functional knowledge of the laws, policies, procedures, and methods applicable to commercial, Federal, and FDIC contracts, and to effectively manage complex contracting actions. Such training may address the following topics:

- (1) Negotiation techniques;
- (2) Price analysis;
- (3) Performance evaluation;
- (4) Contract terminations;
- (5) Advanced contract management; and
- (6) Commercial and government contract law.

Calculation of training hours for an ASB sponsored training class will be based on seven (7) hours per each class day.”

6. Effective Date. This Policy Memorandum is effective immediately.
7. Contacts. If you have any questions, please contact David McDermott on (202) 942-3434.

cc: Jane Sartori
John Lynn
DOA Associate Directors
DOA Regional Managers

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